

ACCOUNT CLERK II

General Statement of Duties: Performs complex accounting work in the detailed maintenance and reconciliation of accounts; does related work as required.

Distinguishing Features of the Class: The work of this class varies greatly according to the department employee is assigned. In general, Account Clerk II's have more global duties requiring a knowledge of City policies, union contracts, state and federal laws pertaining to payroll, functions of other departments, and revenue sources. Work of this class may be distinguished from that of Account Clerk I's by the higher level of difficult tasks assigned.

Areas of Accountability:

1. Prepares financial spreadsheets and activity reports for use by management.
 - Prepares work papers and reports utilized for balancing quarterly reports on FICA, IPERS, federal and state withholding and other payroll deductions;
 - Processes parking tickets and prepares list of tickets to be placed on warrant; Sends necessary information to Legal Department;
 - Generates financial and general maintenance reports relative to motor vehicle fleet operations;
 - Prepares list of delinquent accounts and submits report;
 - Prepares activity reports summarizing a department or division's activity for a given period.
2. Updates financial data in City computer system.
 - Inputs financial data including payroll data, purchase order information, accounts payable and accounts receivable data, etc. into computer in order to keep City data base current;
 - Maintains general and subsidiary revenue and expenditure records, posts entries from supporting records, and makes adjusting entries;
 - Makes updates to relevant employee data changes such as: customer account changes, suspended accounts, liened accounts, vendor accounts, etc.;
 - Voids account payable checks when necessary.
3. Performs reconciliations in order to ascertain and maintain accuracy of data.
 - Balances daily activity to cash drawer or register;
 - Balances employee deductions to various deduction checks issued to FICA, IPERS, fed and state income taxes, etc.;
 - Balances customer accounts;
 - Balances and maintains inventories, i.e. office supplies, vehicle supplies, fuel, etc.;
 - Balances Citywide bank transactions with bank statements;

- May monitor individual departmental payrolls in order to ensure compliance with union contracts, federal and state law and personnel policies.

4. Performs general office duties.

- Answers telephone and responds to citizens and/or vendor's queries;
- Uses word processing to respond when necessary to requests for information from - supervisors, citizens or vendors;
- Utilizes various types of office automation i.e. computer, automated check signers, calculator, fax machines, etc., in order to carry out job responsibilities;
- Acts as receptionist at limited staff facilities when required;
- Provides information to staff and public.

5. Performs duties as assigned.

Required Knowledge, Skills and Abilities: Good math aptitude; good knowledge of modern accounting practices; ability to follow complex oral and written directions and to prepare complex financial informational reports; ability to form effective working relationship with staff and public; some knowledge of the principles underlying state and federal laws and regulations pertaining to City government; accuracy, initiative and integrity.

Acceptable Training and Experience: Prefer considerable experience or training in a similar position; or experience as an accounting clerk and completion of a standard high school course; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities will be considered.